

**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2002 - JUNE 30, 2003**

COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS  
2003 JUL 18 P 4:13

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: Library

Division/Unit: -

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	1946	Hours	83,585	x	\$16.54	=	\$1,382,496
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Types of work performed by GENERAL VOLUNTEERS in this category:

*Performing clerical work, assisting with programs, processing books and magazines, tutoring adult literacy learners, reading to children, phoning customers for return of overdue library materials.*

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	197	Hours	4,020	x	\$ 16.54	=	\$66,491
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

*Performing clerical work, processing books and other library materials, sorting books for delivery to branches, hauling boxes of books.*

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

No. Vol	78	Total Hours	3,180	Total Value	\$ 81,828
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

***See: Attachment A at end of this report for details of specialized volunteers.***

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>		<u>Dollar Benefit</u>
2a:	<u>1,946</u>	<u>83,585</u>	\$	<u>1,382,496</u>
2b:	<u>197</u>	<u>4,020</u>	\$	<u>66,491</u>
2c:	<u>78</u>	<u>3,180</u>	\$	<u>81,828</u>
<b>TOTALS:</b>				
	<u>2,221</u>	<u>90,785</u>	\$	<u>1,530,815</u>

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

*See: Attachment B at end of this report for details of donations to volunteer program.*

TOTAL VALUE \$ 12,272.47

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 6,403 x Rate \$ \$14.91 = \$ 95,468.73

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Item	<u>No. Hrs</u>	<u>Hourly Rate</u>	<u>Total</u>
Vol. Coordinator	90	\$ 32.68	\$ 2,941.20

\$ 2,941.20

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
Volunteer recognition items and events.	\$3,258.49
Managers' attendance at volunteer events and Friends of the Library Meetings.	\$9,727.60
Clerical support.	\$1,592.97

TOTAL OF OTHER PROGRAM COSTS = \$ 14,579.06

d. TOTAL OF VOLUNTEER PROGRAM COST = \$ 112,988.99  
(add 4a, 4b, and 4c)

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$ 1,530,815.00
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$ 12,272.47
ADD a + b	\$ 1,543,087.47
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3)	(\$ <u>112,988.99</u> )
<b>TOTAL PROGRAM BENEFIT</b>	<b>\$ 1,430,098.48</b>

**6. RECRUITING:**

Please describe your recruiting programs:

County of San Diego website; San Diego County Library website ([www.sdcl.org](http://www.sdcl.org)); media releases; County Television Network; San Diego Volunteer Center; Library staff encouraging potential volunteers to get involved as volunteers; Area Agency on Aging's Retired Senior Volunteer Program; READ San Diego Adult Literacy Program.

**7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Participated in County Board of Supervisors' Volunteer of the Year recognition event, televised on CTN; branch libraries held recognition events during Volunteer Recognition Month; Made available Multigenerational Grandparents and Books read-aloud-to-children program in branch libraries; Oversaw a program in which Teenagers planned and presented programs for young children; Volunteers phoned customers to request return of overdue library materials.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2003-04:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Maintain high level of volunteer use; match volunteer interests to the most appropriate tasks needing volunteer support; recognize volunteers with special events and expressions of appreciation throughout the year.

**9. GENERAL INFORMATION:**

Name of Person Completing Report: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 0-70 E-Mail: Ellen.Zyroff@sdcounty.ca.gov

Volunteer Coordinator: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 0-70 E-Mail: Ellen.Zyroff@sdcounty.ca.gov

**10. DEPARTMENT CERTIFICATION:**

  
DEPARTMENT HEAD SIGNATURE

July 18, 2003  
DATE

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## San Diego County Library Volunteer Report, 2002-2003

### Attachment A: SPECIALIZED VOLUNTEERS

This section includes utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL).

Position	Branch Library	Number of Volunteers	Number of Hours	VCL (Hrly Rate)	Dollar Benefit
Internet Docents	All	42	2072	\$ 22.61	\$ 46,847.92
Teen musical program. Speaker and recording of teens on CDs.	Descanso	2	3	\$ 50.00	\$ 150.00
Speaker	Descanso	1	1	\$ 25.00	\$ 25.00
Oil, Pastels Instruction	Descanso	1	2	\$ 25.00	\$ 50.00
Electrical Setup for Grapes of Wrath Program	Lemon Grove	1	5.5	\$ 50.00	\$ 275.00
Music Appreciation Lecture	Solana Beach	1	14.5	\$ 30.00	\$ 435.00
Drama Conductor	Solana Beach	1	3	\$ 60.00	\$ 180.00
Artist Lecture	Solana Beach	1	6	\$ 30.00	\$ 180.00
Professional Musicians and Vocalists	Valley Center	6	5	\$ 100.00	\$ 500.00
Investment Workshops	Valley Center	1	9	\$ 200.00	\$ 1,800.00
Therapy Dogs Listening to Children Reading	Valley Center	5	80	\$ 30.00	\$ 2,400.00
Homework Help	Valley Center	2	36	\$ 30.00	\$ 1,080.00
Karate Demonstration	Valley Center	4	1	\$ 30.00	\$ 30.00
Tech Support	READ San Diego	1	13	\$ 50.00	\$ 650.00
Lab Facilitator/Support	READ San Diego	1	160	\$ 50.00	\$ 8,000.00
Literacy Center Managers	READ San Diego	8	769	\$ 25.00	\$ 19,225.00
<b>TOTALS</b>	<b>ALL</b>	<b>78</b>	<b>3180</b>		<b>\$81,827.92</b>

### 3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

TOTAL VALUE \$ 12,272
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Branch	Item Donated	By Whom	Value
Bonita	Prizes and Refreshments	Staff	\$ 92.00
Bonita	Candy, Christmas Ornaments and Plastic Horses	Staff	\$ 35.00
Lakeside	Items for Birthday Celebration	Staff	\$ 20.00
Lemon Grove	Refreshments	Staff	\$ 203.97
Lemon Grove	Volunteer Dinner	Staff	\$ 15.50
Lincoln Acres	Refreshments	Staff	\$ 71.00
Poway	Pizza	Friends of Poway Library	\$ 40.00
Poway	Refreshments	Poway Woman's Club	\$ 50.00
Valley Center	Appreciation Gift	Sandy Puccio	\$ 15.00
Valley Center	Gift for Volunteer	Staff	\$ 15.00
READ San Diego	Money	Various County Residents	\$ 908.00
READ San Diego	Adult literacy program location in Campo	Mountain Health Community Services	\$ 1,041.00
READ San Diego	Adult Literacy Grant (San Diego County's Share)	State of California	\$ 2,000.00
READ San Diego	Program at El Cajon Branch	Romance Writers of America	\$ 206.00
READ San Diego	Adult Literacy Grant (San Diego County's Share)	County of San Diego	\$ 2,500.00
READ San Diego	Adult Literacy Grant (San Diego County's Share)	U.S. Dept. of Education	\$ 1,000.00
READ San Diego	Money	Starbucks	\$ 4,260.00
<b>TOTAL</b>			<b>\$ 12,472.47</b>

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